



# CITY OF HOUSTON

Housing & Community Development Department

## CLARIFICATION 2 SOLICITATION NO. T24051

**Annise D. Parker**  
Mayor

Neal Rackleff  
Director  
Housing & Community  
Development Department  
601 Sawyer  
Houston, Texas 77007

February 3, 2014

**SUBJECT:** Letter of Clarification No. 2  
**REFERENCE:** Housing & Community Development Minor Critical  
Emergency Home Repair Program (MCEHRP) (RFP-  
T24051)  
**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation and RFP date for requests for additional information and questions and RFP Proposal submission date as follows:

### 1. Solicitation

The deadline for submission of questions relating to the RFP is 2:00 p.m., Thursday, January 30, 2014. All questions submitted in writing prior to the deadline will be compiled and answered in writing. Once the submission of questions deadline has passed, all submissions will be final. A copy of all questions and answers will be posted as Letter of Clarification on HCDD's website <http://www.houstontx.gov/housing/rfp.html>. HCDD will not be bound by any information conveyed verbally. Submission of the Request for Proposal will be received until 3:00 p.m. Tuesday, February 11, 2014, at the City Secretary's Office, City Hall Annex, 900 Bagby, Houston, TX 77002. For additional information, please contact Derrick McClendon at (713) 868-8369 or via email [Derrick.McClendon@houstontx.gov](mailto:Derrick.McClendon@houstontx.gov).

### 2. Page 2 of RFP Additional Information and Specification Changes:

#### 4.0 ADDITIONAL INFORMATION AND SPECIFICATION CHANGES:

4.1 Requests for additional information and questions should be addressed to Housing and Community Development, Procurement Division Buyer, Derrick McClendon, telephone: 713.868.8369, fax: 713.868.8306, or e-mail (preferred method to): [Derrick.McClendon@houstontx.gov](mailto:Derrick.McClendon@houstontx.gov), no later than 30th day, January, 2014 at 2:00 p.m. CST. The City of Houston shall provide written response to all questions received in writing before the submittal deadline. Questions received from all Offeror(s) shall be answered and sent to all Offeror(s) who are listed as having obtained the RFP. Offeror(s) shall be notified in writing of any changes in the specifications contained in this RFP.

#### Revision:

### 1. Solicitation

The deadline for submission of questions relating to the RFP is 2:00 p.m., Friday, February 07, 2014. All questions submitted in writing prior to the deadline will be compiled and answered in writing. Once the submission of questions deadline has passed, all submissions will be final. A copy of all questions and answers will be posted as Letter of Clarification on HCDD's website <http://www.houstontx.gov/housing/rfp.html>. HCDD will not be bound by any information conveyed verbally. Submission of the Request for Proposal will be received until 3:00 p.m. Thursday, February 20, 2014, at the City Secretary's Office, City Hall Annex, 900 Bagby, Houston, TX 77002. For additional information, please contact Derrick McClendon at (713) 868-8369 or via email [Derrick.McClendon@houstontx.gov](mailto:Derrick.McClendon@houstontx.gov).

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**4.0 ADDITIONAL INFORMATION AND SPECIFICATION CHANGES:**

**4.1 Requests for additional information and questions should be addressed to Housing and Community Development, Procurement Division Buyer, Derrick McClendon, telephone: 713.868.8369, fax: 713.868.8306, or e-mail (preferred method to): [Derrick.McClendon@houstontx.gov](mailto:Derrick.McClendon@houstontx.gov), no later than 7th day, February, 2014 at 2:00 p.m. CST. The City of Houston shall provide written response to all questions received in writing before the submittal deadline. Questions received from all Offeror(s) shall be answered and sent to all Offeror(s) who are listed as having obtained the RFP. Offeror(s) shall be notified in writing of any changes in the specifications contained in this RFP.**

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a qualifications packet on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their qualifications packet.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

*Derrick McClendon*

Derrick McClendon  
Sr. Procurement Specialist  
City of Houston, Housing and Community Development Purchasing Division  
713-868-8369

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
Controller: Ronald C. Green